

DIVISION OF BUILDING SAFETY

STRATEGIC PLAN

FY 2005 - FY 2008

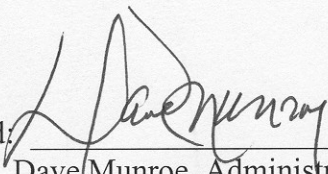
***DIVISION OF BUILDING
SAFETY***

AGENCY STRATEGIC PLAN

For Fiscal Years Ending June 30, 2005 - June 30, 2008

Submitted this thirtieth day of June, 2004

Signed:



Dave Munroe, Administrator

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SUPPORT SERVICES

ADMINISTRATION

MISSION

To provide centralized, uniform, and timely administrative support and policy making to the following Bureaus and their Boards: Electrical, Plumbing, Building, and Logging & Industrial Safety, Public Works Contractor Licensing Bureaus and their boards, plus the addition of the Energy program and the newly created Heating, Ventilation and Air Conditioning (HVAC) Board and Elevator Program.

VISION

Continual advancements in the automation of services will enhance the Administration Bureau's ability to assist the Bureau Chiefs and Program Managers by providing the necessary supplies, equipment, personnel services, and financial data they need to administer their respective programs. The Administration Bureau will continue to explore new and innovative methods to increase efficiency and effectiveness in providing financial, purchasing, personnel services, and information technology support.

EXTERNAL FACTORS

- C The level of activity in Idaho's construction industry is the main factor influencing the number of employees, the volume of financial transactions, and the amount of revenues generated by the Division. Although construction activity is completely outside the Division's control, it greatly impacts the level of activity within the Administration Bureau.
- C The Idaho Legislature has the authority to add, repeal, and/or change the Division's current responsibilities and thus can alter the operating bureaus' need for personnel and appropriation.
- C Complying with increasing State regulations and reporting requirements affects the Administration Bureau's ability to assist the operating bureaus and programs in meeting the needs of the Division's clientele and State's constituents. For example, meeting the requirements of the Generally Accepted Accounting Principles (GAAP) reporting for the statewide Comprehensive Annual Financial Report (CAFR), participation in Strategic Planning and Performance Reporting, and compliance with the statewide standards for Internal Controls requires a significant amount of time and effort by Administration personnel.

GOALS

- C To continue to improve the efficiency and effectiveness by which accounting, purchasing, information technology, and personnel services are provided to the bureaus of the Division.
- C To insure all employees have updated information concerning Division policies and procedures.

OBJECTIVES

- C To annually track key indicators to be used to gauge the efficiency of the Administration Bureau's services.
- C To review and update the employee handbook on an ongoing basis.

STRATEGIES

- C Develop three to five key indicators, to be used to provide insight into the Administration Bureau's level of efficiency.
- C Utilize staff meetings for considering suggested policy and procedure changes and to ensure dissemination of information to employees.

OUTCOME MEASURES

- C Percent of time the targeted goal is reached for our key indicators.
- C Improvement in employee awareness of Division policies and procedures.

OUTPUT MEASURES

- C Performance indicators are (1) processing time for Travel Expense vouchers, (2) completion time for in-house computer service calls, (3) turnaround time for Monthly Budget reports to the Administrator and Bureau Chiefs.

BUILDING SAFETY

ELECTRICAL BUREAU

MISSION

To safeguard life and property for the citizens of Idaho from the hazards arising from the use of electricity. To ensure all electrical installations within the state comply with the most current safety codes and electrical standards. To provide the public with highly trained and qualified contractors and journeyman electricians, so electrical installations can be installed and maintained by competent individuals with the most up-to-date knowledge and skills to minimize electrical fires, injuries and loss of life.

VISION

We envision, in the next two to three years, an opportunity to improve our services by expanding the computer system. We foresee the need to maintain a full complement of skilled inspectors and trained compliance personnel to ensure an efficient and effective work force. By far, more correction notices are written for human error than for intent to violate the needs of safety; therefore, we must improve the informational network. In order to sustain electrical safety requirements, we must provide the industry with additional educational seminars and informational programs.

EXTERNAL FACTORS

- C The Electrical Bureau's workload is dependent upon several factors. The strength and growth of the economy will dictate the number of new construction and remodeling permits, and subsequent inspections. This activity will also, to some extent, influence the number of licenses required. Unfortunately, as the number of permits and inspections increases, there is no mechanism to adjust our manpower to meet this upsurge in demand in a timely fashion.
- C Weather conditions will affect construction activity. Rain, snow, ice and severe cold can delay or severely curtail construction projects, thus reducing our workload and revenue, while mild winters will generate an increase in activity. These factors, which cannot be controlled by the Bureau, can have a tremendous affect on our resources.
- C New legislation governing the Bureau's budget will affect the operational maintenance of the licensing and inspection programs. Legislation may also directly or indirectly result in additional program requirements, or may necessitate a relinquishment in jurisdiction of the statewide program in some areas.
- C Consumer incentive programs by electrical public utilities may result in an increase in permits and inspections. They will also obligate the Bureau to monitor and enforce the subsequent increase in inspections.

- C New technological product development and subsequent changes in the National Electrical Code and standards will require the Bureau to conduct additional inspector training. Additionally, a more in-depth inspection process of the products or wiring methods may be required.

GOALS

- C To improve the quality of electrical installations with an effective and timely inspection process.
- C To improve communications by establishing regular meetings throughout the state with licensees, industry members and power company representatives.
- C Optimize the licensing compliance program with a well-trained compliance staff and outlined procedures.

OBJECTIVES

To improve the productivity of the inspection process through effectiveness and efficiency.

Action Plan

- C Analysis of the Bureau's two- (2) day response policy for requested inspections to determine conformity and effectiveness, upon collection of adequate data via newly implemented field computer system.
- C Reduce and limit the backlog of permits for each inspector to a maximum of 400 permits.
- C Refine laptop computer program/procedures in the field to process inspection and compliance documentation more efficiently.
- C Continually monitor and revise designated inspector areas to cover inspection needs.

To improve the informational network by issuing an electrical newsletter and news briefs. Provide regular regional meetings for inspection training and industry input.

Action Plan

- C Publish an electrical newsletter annually, within budgetary constraints, to inform contractors, journeymen, specialty journeymen and apprentices of safety issues, procedural changes and code problems. Utilize "news briefs" on Bureau web page with monthly updates.
- C Provide meetings around the state as allowed by appropriation limits to educate licensees and listen to their concerns.

C Provide inspection training sessions annually, subject to budgetary limits.

C Promote understanding of codes and work-related safety issues for contractors and journeymen. This can result in fewer job-related accidents and safer electrical installations.

To ensure electrical safety through a quality enforcement program. Experience has shown the mere existence of regulations is not enough to guarantee compliance.

Action Plan

C Establish one compliance/investigator officer for each area. This would greatly assist the present inspection staff by devoting the majority of their limited time to inspections.

To stay in contact with respective electrical agencies in other states to mutually solve common problems.

Action Plan

C Expand program to include Specialty Electricians. Work closely with Idaho's reciprocal journeyman licensing states – Arkansas, Colorado, North Dakota, South Dakota, Minnesota, Montana, Nebraska, Oregon, Washington, Wyoming, Utah and Alaska, to facilitate licensing and continuing education problems. It is important to share ideas and seek solutions to difficult issues.

C Develop a network system of contact persons and hold annual meetings with reciprocal states to address respective code and licensing questions.

To adopt procedural changes and implement or revise rules to address specific safety issues.

Action Plan

C Work to promote the revisions of the Bureaus' Rules and Idaho Codes to accommodate new technology and current situations.

OUTCOME MEASURES

C Reduction in the backlog of electrical permits to a maximum of 400.

C Reduction in the number of written correction notices.

C Alleviation of all electrical fires and accidents

C Reduction in the number of inspection complaints.

C Reduction of unqualified, unlicensed individuals performing electrical installations.

OUTPUT MEASURES

- C Produce and distribute 9,000 newsletters annually.
- C Respond to requested inspections within 16 working hours.
- C Provide educational seminars for contractors and journeymen in different areas of the state annually.
- C Process permit and license applications more efficiently by upgrading computer programs.
- C Facilitate permit applications and fees via the Bureau's website.
- C Utilize web page (AccessIdaho) for dissemination of information and processing of applications.

PLUMBING BUREAU

MISSION

To provide for the health and safety of the citizens of Idaho in private and public buildings by ensuring plumbing practices are in compliance with the Uniform Plumbing Code. To provide technical assistance to the public, building officials, and plumbing contractors. To register apprentice plumbers, to license plumbing contractors and journeymen, and to enforce license compliance statewide.

VISION

This Bureau promotes sound plumbing practices through education and licensing of plumbers, and by responding to the needs of the public. Our vision is reflected in the desire to offer a program that continually improves both in quality and in our service to the public. We see continued growth in the state and we hope to keep up with that growth by continuing to improve our technology, develop additional computer functions and automated record keeping.

EXTERNAL FACTORS

- C Extreme weather conditions that would affect construction activity.
- C The economic situation in this state and surrounding states, such as home sales and interest rates.
- C Idaho State Legislative action that would affect the jurisdiction of the Bureau or the funding for the Bureau.
- C Federal mandates such as those in the past that have proven to add additional costs and man-hours to an already full workload.

GOALS

In order to respond to the needs of the public, one of the Bureau goals is to position our inspectors more strategically statewide. We would be able to reduce our response time, thus eliminating excess travel. The time saved could be used to provide additional inspections, allow inspectors to work more closely with homeowners, and also have more time to enhance our license enforcement program. We would also like to continue to educate licensed plumbers on code changes, law changes and new products, and minimize the number of corrections required.

OBJECTIVES

- C To monitor the workload of the Bureau to identify those areas that produce the most permits and have the heaviest inspection load. This will enable the Bureau to strategically place inspectors to reduce commute time to conduct inspections, to reduce travel and vehicle maintenance costs, and to save man-hours.
- C To use additional temporary inspectors during the busy months to reduce miles traveled by an inspector and create faster response time.
- C To develop a laptop computer program that allows instant access to information for inspectors while they are in the field.
- C To develop and conduct code yearly classes in various areas of the state to expose everyone to the same information, thus obtaining closer code compliance and uniformity, and reducing the number of required corrections, which will minimize the number of necessary re-inspections.
- C To cross train our plumbing inspectors statewide to be certified as HVAC inspectors.

OUTCOME MEASURES

- C Increase the number of jurisdictions that require a certificate of occupancy.
- C Reduce miles traveled to conduct inspections.
- C Ensure compliance with approved plumbing practices.
- C Reduce average time required to conduct an inspection.
- C Increase availability of plumbing inspectors to the public.
- C Reduce the number of unlicensed people performing plumbing work.

OUTPUT MEASURES

- C Number of permits issued.
- C Number of inspections conducted.
- C Number of licenses issued.
- C Number of plans checked.
- C Number of apprentices registered.
- C Number of miles traveled.
- C Amount of revenue received.

BUILDING BUREAU

MISSION

Our mission is to promote the health, safety, and welfare of Idaho's citizens through effective administration of the State's building safety laws in partnership with involved State agencies, school districts, local jurisdictions, architects, engineers, and the manufactured building industry.

VISION

In order to satisfy contractual obligations, the demands of the manufactured building industry, construction time lines for school districts and state agencies, and the needs of the general public, our employees are continually searching for better ways to provide required services in a professional, effective, and timely manner.

EXTERNAL FACTORS

Idaho's growing economy is continually impacting the Building Bureau by increased activity in the HUD manufactured housing industry, modular building industry, increased school construction activity, construction of state level facilities, and consumer complaints in general.

GOAL #1

To maintain a two-week turnaround time to review and approve construction plans for proposed modular buildings, public schools and state level facilities within Idaho.

OBJECTIVE

C To provide more effective communications between the Building Bureau and affected state agencies, school districts, local officials, and the design profession regarding the overall plan review process. This is an ongoing effort the Bureau will continue to pursue.

GOAL #2

To improve the Building Bureau's ability to effectively regulate the growing manufactured building industry through plan reviews and inspection monitoring in a timely and professional manner.

OBJECTIVES

C To seek better ways to provide effective information and communication links between the Building Bureau and the manufactured (modular) building industry through in-state meetings and workshops. This is an ongoing annual effort.

C To provide professional and timely plan reviews and inspections of modular buildings.

GOAL #3

Through the various related manufactured housing programs within the Building Bureau, strive for an overall reduction in the level of complaints registered to the Bureau by consumers and purchasers of new manufactured homes.

OBJECTIVES

- C Strive to provide continued regional training workshops to local building officials and all disciplines in the manufactured housing industry to promote a better understanding of their obligations under Federal and Idaho laws. This will be provided annually.
- C Strive to eliminate the sources of complaints through more effective consumer complaint tracking and closer communications with the industry. This is an ongoing effort.
- C Using information obtained from tracking consumer complaints, seek improved methods to provide more effective in-plant monitoring of manufacturers. This is an ongoing effort.

GOAL #4

To assist local jurisdictions in their efforts to provide safe and durable buildings for citizens in their communities.

OBJECTIVES

- C To provide improved building code contract inspection services to those local jurisdictions in Idaho that desire building safety for their citizens but cannot afford to provide their own building code enforcement. This is an ongoing effort that will continue indefinitely.
- C To better serve as a building code information clearinghouse to those jurisdictions who seek advice or need technical assistance regarding interpretation of their locally adopted building codes. This is an ongoing effort that will continue indefinitely.

GOAL #5

To assist builders, designers, local code officials and the general public in the area of energy code compliance.

OBJECTIVES

- To provide energy code compliance training to local code officials, builders and designers throughout Idaho upon request. This is an ongoing effort.

- To provide ongoing technical assistance regarding energy code compliance issues to the affected building industry, local code officials and the general public. This is an ongoing effort.
- To serve as Idaho's energy code information clearinghouse. This is an ongoing effort.

STRATEGY

The Bureau will seek additional spending authority as needed to meet the above listed goals and objectives. This would enable hiring of additional plan review or inspection staff, if needed. Funding could also be earmarked for providing additional training workshops for architects, local officials, building contractors, and the manufactured housing industry.

OUTCOME MEASURES

- C Reduced plan review turnaround time.
- C Reduced manufactured home consumer complaints.
- C Increased Building Code service contracts for local jurisdictions.

OUTPUT MEASURES

- C Number of plan reviews and inspections.
- C Number of weeks for turnaround time of plan reviews and inspections.
- C Number of consumer complaints on manufactured homes.
- C Number of service contracts with local jurisdiction.

INDUSTRIAL SAFETY

MISSION

The mission of the Industrial Safety Program is to administer and obtain voluntary compliance to the safety and health standards as they apply to public employee work places and public schools. Provide consultative services on occupational safety and health standards, boiler and pressure vessels, and elevator and conveyance issues. Manage the statewide elevator and boiler safety programs for the protection of the users, employees, and the public.

VISION

Over the next few years, we envision having the capability to provide expanded services in the area of occupational safety and health, boilers and pressure vessels, and elevators and conveyances through timely and in-depth inspections, improved testing equipment, and integrated data collection systems. We anticipate significant growth in the number of facilities owned or operated by public agencies with increased expectations for higher and more responsive service levels. We envision implementing a paper-less, automated record keeping and retrieval system to speed client services. We expect a new and complete elevator and conveyance program to be in place. We expect a new and complete boiler and pressure vessel program to be in place. We are committed to providing our employees with the best training and equipment possible to ensure the best professional service to the citizens of Idaho.

EXTERNAL FACTORS

Factors external to the Industrial Safety Program and which are beyond our control.

- C The increased workload due to the successful passage of new school bonds and the number of new facilities that state agencies are building and occupying due to the growth of services required by a growing population.

GOALS

- C To improve the Industrial Safety Section's ability to ensure that State facilities and their environs are maintained in a safe and healthful condition for the employees and the public.
- C Identify and help prevent occupational diseases in the workplace.
- C To help agencies of the state and its political subdivisions develop and maintain proactive safety programs.
- C To increase the overall efficiency, accuracy, and responsiveness of the Industrial Safety Section through streamlined processes and document handling.

OBJECTIVES

- C To continue to provide safety audits for 100% of facilities on an annual basis.
- C To continue to investigate employee and public allegations of unsafe conditions within a timely manner of receipt of a written complaint.
- C To continue to test and certify elevators on a statewide basis to ensure they are properly installed and they remain safe to use (commercial and governmental).
- C To continue to monitor the inspection and certification of boilers and pressure vessels on a statewide basis to ensure they remain safe to use (commercial and governmental).
- C To continue to facilitate safety training by publicizing safety training courses available around the state.
- C To continue to provide assistance to clients in developing safety programs with ongoing training and consultations.
- C Review client building plans for new construction and remodels for life safety compliance by July 2006.
- C Review plans for new elevator installations and modifications on a statewide basis to ensure they are properly designed (commercial and governmental) by July 2006.
- C Process, by computer, 100% of all safety inspection reports in the field by July 2003.
- C Store all past inspections and related documentation on CD-ROM by July 2005.
- C To continuously update and maintain administrative rules pertaining to safety health standards on an annual basis starting July 1996 (ongoing).

STRATEGIES

- C Continue to work with the Idaho Industrial Commission to improve our working relationship and to continue to improve the safety program in order to provide a better service to our clients and the citizens of Idaho.
- C Work with our clients, training providers, and other regulatory agencies to determine training needs, sources of training, and publicize training availability.
- C Work with the State Insurance Fund, safety services, equipment providers, clients, private industry, professional safety organizations, and other regulatory agencies to organize a biannual safety conference.

- C Work with the Idaho Industrial Commission and our clients to update the administrative rules and regulations on an annual basis.
- C Develop a file of generic safety plans that our clients can use to create a user specific safety program.

OUTCOME MEASURES

- C The total number of facilities inspected each fiscal year.
- C The total number of inspections conducted each fiscal year.
- C The total number of elevators inspected each fiscal year.
- C Total number of elevator planned reviewed each fiscal year.
- C Total number of investigations conducted each fiscal year.
- C Total amount of training provided each fiscal year.
- C Total number of boiler and pressure vessel certificates of inspection processed each fiscal year.
- C Total number of consultations provided each fiscal year.

OUTPUT MEASURES

- C By region, the number of facilities inspected for the current month, total to date, and current percentage to date on a monthly basis.
- C Number of elevators inspected for the current month and total to date on a monthly basis.
- C Number of elevator plans reviewed for the current month and total to date on a monthly basis.
- C Number of requested investigations and complaints investigated for the current month and total to date on a monthly basis.
- C Amount of training or training resources provided for the current month and total to date on a monthly basis.
- C Number of boiler and pressure vessel inspection certificates processed for the current month and total to date on a monthly basis.
- C Number of consultations given for the current month and total to date on a monthly basis.
- C Number of public school facilities inspected per school year by June 30 of every year.

LOGGING SAFETY

MISSION

To work in cooperation with the loggers in the state of Idaho to promote safety and safety awareness and to provide necessary training as requested by the contractors. To be readily available to help solve the many on-the-job safety problems that arise, with a workable solution in a timely manner.

VISION

We envision, through our efforts, the development of a program that is recognized by the industry as one of the best in the nation by continually gaining the trust and respect of the loggers as they adapt themselves to the ever-changing economic and environmental issues that confront them daily. In order for our concept of safety to continue, we must "sell" the industry on the end result. Human error causes 90 to 95 percent of all accidents, due to a lack of awareness rather than machinery failure or failure to comply with specific regulations.

EXTERNAL FACTORS

- C There are many external factors to deal with in the timber industry. Logging has always been conducted in an environment that is, for the most part, uncontrollable. Each tree that is fell, skidded, or loaded presents the logger with a new problem. There is very little control other than the use of a small amount of safety equipment.
- C Loggers are continuously exposed to extreme weather conditions that affect their safety such as wind, rain, snow, ice, severe cold and heat, and lightning. No set rule can be made to affect these elements other than to rely on good common-sense judgment on the part of the logger.
- C The Endangered Species Act and the Forest Practices Act put extreme pressure on loggers. They limit the landing size, require narrower roads, require leaving dangerous snags for bird trees in the work areas, allow for fewer roads requiring larger machines capable of skidding much longer distances, or the use of helicopters.
- C There are economic pressures that are difficult to control. Most loggers are paid by what they produce (gypo) and not by the hours they work. This puts pressure on them to cut corners and take chances.
- C Insurance rates are a good measure of success as accidents are reduced, but we have no control over rising medical costs so they may appear to negate any gains in the reduced number of accidents.
- C We are seeing a reduction in the number of loggers due to resource restrictions. This is causing many of the older, experienced loggers to seek other employment opportunities. This leaves

Logging Safety and contractors with the problem of training new people. Nobody wants to hire and train inexperienced people due to the related costs.

- C There are many technological changes with the trend toward more mechanical logging. This would appear to be a positive factor since there are fewer people on the ground.

GOALS

It is our goal to realize a substantial reduction in the number and severity of injuries each year and a decline in fatalities throughout the year that approaches zero as the norm rather than the exception, which will enable the industry to maintain or reduce present workmen's compensation insurance rates.

OBJECTIVE

To visit as many logging jobs as possible during the logging season to promote safety awareness.

Action Plan

- C To talk to as many employees as possible to create safety awareness. This is very important since human error or mental mistakes cause 90 to 95 percent of the accidents.
- C To use site visits to increase awareness of safety hazards caused by routine tasks.
- C To give employees a chance to express their views or concerns about safety problems they may be reluctant to talk about on the phone.
- C To let loggers know we are interested enough in their safety and opinions to walk down into the strip and talk with them. It gives them a feeling of being involved with something "bigger" than just their isolated jobs.

OBJECTIVE

To provide the loggers with training in first aid, CPR, and other health-related concerns during the off-season.

Action Plan

- C Continue to develop and update our own first-aid videos using loggers from around the state in different accident scenarios.

- C Make first-aid classes available throughout the state using local EMT volunteers to assist. This helps to acquaint the loggers with the local EMT's and it also helps us keep updated on any of the new first-aid techniques.
- C Include information required by OSHA on health-related concerns, such as blood borne pathogens, hazard communications, and hearing conservation.

OBJECTIVE

To provide on-the-job training to new employees.

Action Plan

- C Provide on-the job safety training at the request of the contractor or supervisor.
- C Make available on-the-job safety training for small outfits where the owner cannot afford to take the time to properly train new employees.
- C Continue to conduct, in conjunction with Lewis and Clark State College Vocational Technology program, a hooking school and a sawyer-training school with hands-on training on actual logging jobs. These programs are in place and can be conducted at the industry's request.
- C Assist the Department of Lands and the United States Forest Service in training their sawyers for fire fighting.

OBJECTIVE

To conduct training sessions for contractors ("train the trainer").

Action Plan

- C To take steps to help train the contractors and supervisors utilizing ideas on training that have come from meetings with them so the program is actually THEIR program.
- C To continue participating in the Intermountain Northwest Regional Logging Safety Conference which includes Montana, Washington, and Idaho. This conference also allows loggers from different areas to get together and exchange ideas.
- C To continue to accept invitations extended by various sawmills to attend annual contractors meetings to provide training.

OBJECTIVE

To conduct on-the-job safety meetings.

Action Plan

- C Conduct some type of safety meeting, even during the lunch hour, relating to problems that the crews are experiencing at the time.
- C Share information about accidents and fatalities that have occurred around the state or in other states. This is an excellent opportunity to create safety awareness.

OBJECTIVE

To help contractors develop their own written safety plan.

Action Plan

- C Assist logging companies with development of a basic written safety plan they intend to follow fitting their particular operation and needs in terms of safety equipment and safety training.
- C Assure written safety plans satisfy federal OSHA requirements.

OBJECTIVE

To keep in contact with the sawmills, United States Forest Service, Department of Lands, and other timber related entities that have some influence as to what occurs on a logging job; stay in contact with the Industrial Commission and insurance companies; and communicate with safety people in other states.

Action Plan

- C Work with various agencies to convey our concerns in laying out strips to avoid safety problems once the loggers start work on the timber sales. Safety problems include landing size, danger trees, road width, etc.
- C Contact agencies to find out where the different loggers are working.
- C Use information the Industrial Commission and insurance companies provide to target companies that are having safety problems.

- C Continue to work closely with the Idaho, Montana, Oregon, and Washington Logging Associations to determine the types of problems they are experiencing and the solutions they are developing.

OBJECTIVE

To provide loggers with training in emergency procedures.

Action Plan

- C Develop a plan of action to be followed when a serious accident occurs. The plan includes such issues as chain of command for notifying various personnel of injury or accident, first-aid procedures, and preparation for transport.
- C Design a method to assure loggers know their job location by range, township, and section so emergency evacuation personnel can locate the site as quickly as possible. This plan will include instructions on how to notify the Boise Control Center, who responds to emergencies of this nature.

OBJECTIVE

To produce a quarterly newsletter.

Action Plan

- C Use the newsletter as a tool to inform the loggers as to the types of accidents we are experiencing, fatalities, near misses and other safety information that could be valuable to the loggers on their jobs.
- C Mail the newsletter to all contractors in Idaho and deliver to the loggers as we visit their jobs.

OUTCOME MEASURES

- C Reduction of lost-time accidents by 10% a year.
- C Reductions in fatalities to a point where they stay consistently near zero each year.
- C Decline in insurance rates (although with rising medical costs this may not be possible).
- C Reduction in the severity of injuries.

OUTPUT MEASURES

C Conduct 15 major first-aid classes across the state each spring providing training to 2,000 people.

C Visit 600 jobs per year.

C Produce and distribute 3,000 newsletters per quarter.

C Conduct 100 on-the-job safety meetings per year.

C Provide safety training for 100 contractors and supervisors each year.

PUBLIC WORKS CONTRACTORS LICENSING PROGRAM

The Public Works Contractors License Board is part of the Division of Building Safety. Currently the Board consists of seven members appointed by the Governor. The licensing program is funded entirely by the license fees it receives.

MISSION

The mission of the Public Works Contractors Licensing Program is to license all contractors doing public works construction in the State of Idaho. Public works construction is defined as any work being done for the county, city, school district, sewer district, fire district, State of Idaho or any other taxing subdivision.

VISION

The Licensing section licenses public works contractors so the public entities can be assured of their skill, competence and financial responsibility. It is estimated there are about 18,000 residential and commercial contractors who are not regulated at all. If all contractors were licensed, the public would have some assurance that the contractor had met certain criteria and would be more reliable.

EXTERNAL FACTORS

- The economic situation in the state and surrounding states affects the construction industry.
- The Idaho Legislature periodically makes changes in the law that affect the jurisdiction of the Board.

GOALS

- All bureaus within the Division of Building Safety use the same database to help with the one-stop shop for licensing and permits as mandated by the Legislature.
- To administer and enforce the Public Works Contractors License Act and Public Works Construction Management Licensing Act.
- To develop a written examination to be administered to all contractors applying for a public works contractor's license.
- To promulgate rules that clarify statutory changes approved by the Legislature.
- To renew the license every other year or every two years which would require changes in the statute. A public works contractor renews his license every year at the present time.

OBJECTIVES

- To administer the Public Works Contractors License Act and the Public Works Construction Management License Act as defined by Idaho Code, Title 54, Chapters 19 and 45.
- To investigate complaints and decrease the unlicensed contractor activity. On July 1, 2002, the law changed so the unlicensed contractor can be held accountable.
- To enable contractors to file for their public works contractor's license over the Internet and pay with their credit card. Currently the contractor can download the forms and submit them. He can also pay the license fee with his credit card.
- To maintain a current directory of licensed public works contractors available on the web site.

STRATEGIES

- Computers will be replaced during FY 2005.
- Renewal applications are mailed out six weeks prior to when their license expires. There are 250-350 licenses that are renewed each month.
- A contractor wishing to obtain a public works contractor's license is sent or faxed a licensing packet upon request. All the forms can be downloaded from the web site.
- Complaints are investigated and a log is kept on each complaint and action taken.

OUTCOME MEASURES

- Because the Public Works Contractor License Bureau is located in the same building as the Division of Building Safety, this allows for sharing and combining of services for a cost savings to the state.
- Complaints are investigated in accordance with established rules and procedures.
- Since the Administrative Bureau is handling some duties within the Bureau, the processing of renewal and/or original applications have been streamlined and a reduction in staff has been accomplished.
- The Administration Bureau of the Division of Building Safety processes all payroll and personnel actions, pays all invoices, prepares financial statements and submits the budget for the Public Works Contractor License Program.